

**LIBRARY SERVICES & TECHNOLOGY ACT**  
**Competitive Grants Program**  
**FY 2002-2003 – APPLICATION FORM**  
**TECHNOLOGY INFRASTRUCTURE EXAMPLE**

**PART I.**

<b>Library / Organization:</b> The Bonneville Public Library		
<b>Mailing Address:</b> PO Box 200 Bonneville City, UT 84390		
<b>Project Title:</b> Improved Information Technology for Students		
<b>Total Project Cost:</b> (If project is over \$7,500, match must equal 25% of the total cost for a Regular Grant and 35% of the total cost for a Major Grant) \$		
<b>LSTA Funds Requested:</b>	<b>\$7,500</b>	<b>Match \$ N/A</b>
<b>Match %</b>		
<b>Project Director:</b>		
<b>Phone:</b>	<b>FAX:</b>	<b>Email:</b>
<b>Organization Director:</b>		
<b>Phone:</b>	<b>FAX:</b>	<b>Email:</b>

**Check Applicable Grant Category**

<b>TECHNOLOGY INFRASTRUCTURE</b>	
<b>Workstations, Software &amp; related equipment</b>	___ <b>X</b> ___ Technology Grant
<b>Telecommunications Upgrades</b>	___ Technology Grant
<b>Integrated Systems Upgrades</b>	___ Technology Grant
<b>Web-Based Catalogs</b>	___ Technology Grant
<b>Basic Technology</b> (newly certified libraries only)	___ Technology Grant
<b>NETWORKED INFORMATION</b>	
<b>Digitization Resources</b>	___ Technology Grant
<b>ENHANCED ACCESS TO LIBRARY SERVICES</b>	
<b>Blind, visually impaired, or learning disabled</b>	___ Assistive Technology Grant *
<b>Institutionalized</b>	___ Customized Service Grant
<b>Non-English-speaking</b>	___ Customized Service Grant
<b>Literacy students</b>	___ Customized Service Grant
<b>Other special population groups</b>	___ Customized Service Grant

**Mini, Regular and Major grant applications (12 copies for Mini Grants/25 copies for Regular Grant applications) must be postmarked by Wednesday, Oct. 2, 2002 or received by 5:00 p.m. Friday, Oct. 4, 2002, at the Utah State Library Division, 250 North 1950 West, Suite A, Salt Lake City, UT 84116-7901.**

**FAXED applications are not acceptable.** Return applications and direct questions to Jane E. Smith, Grants Coordinator (801-715-6742 or 1-800-662-9150) or email to [jsmith@state.lib.ut.us](mailto:jsmith@state.lib.ut.us).

All FY 2003-2007 LSTA funded projects will be required to incorporate principles of Outcome-based Evaluation (OBE) methods. OBE is a systematic way to assess the extent to which a program has achieved its intended results. Refer to a more complete description of OBE at <http://library.utah.gov/lstagrants.html>.

This application is designed to help your project achieve what you intend to. It will help you identify the specific information you will need to collect or anticipate before, during, and after your project implementation. The terms “project” and “program” are interchangeable.

## PART II.

Complete the following.

<b>Library/Organization</b>	The Bonneville Public Library
<b>Project Title</b>	Improved Information Technology for Students
<b>Library/Organization Mission</b> <i>(Library's mission statement)</i>	
The Bonneville Public Library provides comprehensive cultural, educational and informational resources and access to information technology to the community to help them make a living and make a life.	

### Project Purpose:

**We want to do what?** *(Summary of key proposed services)*

The Bonneville Public Library while serving as a community library also provides information services to the students of the high school, located across the street. The library's information resources and technology are especially in heavy demand by these students after school and in the evenings, Monday through Thursday. To meet student demand, the library wants to add two additional public access Internet computers (Gateway Pentium IV models) (increasing patron access to 8 workstations from the current 6 workstations. The library provides 2 email-only express stations to relieve the pressure on use of the Internet access. The library also wants to purchase 2 additional computers for word processing use, bringing the library's total word processing computers to 4. The library also wants to install a self-serve print release station networked with the 8 Internet computers and the 4 word processing computers allowing patrons to print, retrieve and pay for their print jobs at a central location with a magnetic cash card. The print release station allows users to purchase and pick up their print jobs when they are ready, without waiting for assistance and reduces their expenses since they will be paying for only the printout they want. As an added benefit, the library will report lowered costs in paper and toner as a result.

**For whom?** *(Target population: List specific characteristics of target population to be served by this project. Age group, special needs, estimated number of people to be served from census figures, local data, school records, etc.)*

The two additional public access Internet computers, the two designated word processing computers, and the print release station will be used by all our library patrons, but will particularly satisfy the demand of the high school students, during the school year from September until June and from 3 – 9 p.m., Mondays – Thursdays.

The population of Bonneville City is over 5,000 and nearly 600 students attend the high school located across from the Bonneville Public Library. These students range in age from 13-18 and are heavy users of the public library's information technology for Internet access, conducting research, writing assignments and checking email. School data indicates that 60% of students have access to the Internet at home.

**For what outcome or benefit?** *(Tell us what the benefits of this project will be to your target audience, in terms of changed, improved, or demonstrated skills, behaviors, knowledge, and/or attitude.)*

Our patrons, but particularly the high school students, will be able to access the Internet, conduct research and or write assignments for school projects without waiting more than 15 minutes, and economically print their information. Students will report improved satisfaction with the library's additional technology and increased ability to access it when they need to.

<b>Project stakeholders/community support</b> <i>(Identify individuals or groups in the community who have actively planned or supported this project and who need to be informed about the project's implementation and impact. These may include target audience, local government administrators, school or library board members, faculty, staff, patrons, and related community organizations. (Include letters of support in attachment to this application))</i>	
High school students, faculty, library media teacher, principal, parents, school board, PTA, public library staff, library board. Selected support letters attached.	
<b>Future funding statement</b> <i>(Describe how the project will be supported after LSTA funds are expended)</i>	
The Bonneville Public Library will increase the technology budget by 20% to cover replacement and/or upgrade costs as well as maintenance, and technical support for the two new public access computers, the two word processing computers, and the print release station.	
<b>For technology projects only.</b> <i>How will this grant enhance the library's current technology capacity &amp; services? Have you attached a copy of your Three-Year Technology Plan?</i>	
The addition of the requested technology to support student needs will reduce waiting lines to access the public Internet stations and word processing computers for all patrons, but particularly high school students throughout the school year from 3-9 p.m. Mondays-Thursdays. The increased number of public Internet access stations, increased word processing computers, and the efficient management of print service provided by the print release station, will free up staff time to help patrons with other service requests.	
<b>How will you implement your project?</b> <i>(Action plan) List key activities, services, required resources, personnel, and a timeline for completing the project.</i>	
Consult with the library's technology support service and review equipment options. Based on the bid prices obtained for this application, contract with the vendors for the four computers and print release station. Finalize orders and complete purchase orders for the equipment. Alert the technology support department when the equipment arrives and arrange for them to install the equipment and train the staff. Prepare media announcement to reach students and parents notifying them about the additional equipment and computers to be available.	
<b>How &amp; when will you evaluate the benefits of this grant project to the target audience?</b>	
<b>How?</b> Library staff will utilize some of the following methods to determine the success of the project: <ul style="list-style-type: none"> <li>• Log most available times for computer access, least available times for computer access.</li> <li>• Distribute in-house surveys to ascertain if students are satisfied with the library's added technology and are able to access it when they need to</li> </ul> Other evaluation options might include: <ul style="list-style-type: none"> <li>• <i>Recording observations of student access and satisfaction with additional computers and networked printer</i></li> <li>• <i>Logging of student Internet access complaints and non-student Internet access complaints</i></li> <li>• <i>Conducting Individual/group interviews with</i></li> </ul>	<b>When?</b> <ul style="list-style-type: none"> <li>• Random survey or during mid-terms, two weeks before end of term, before finals</li> <li>• Beginning, middle, and end of school year</li> </ul>

*students (anecdotal reports from students about their satisfaction with the additional technology and ability to access it when they need to*

- *Conducting focus groups with students, faculty, parents, and other users*

**PART III.**  
**Proposed Project Budget**

Please provide information where applicable and divide your proposed budget into the following categories. Be specific of items for expenditure of funds. (Revisions are possible and require submitting formal paperwork and State Library Division approval. Revisions require an indication of why the change is desired, why other funds can't be used, and specific amounts.)

Category	LSTA Funds	Local Government	Other*	Total Funds
<b>A. PERSONNEL EXPENSES</b>				
Salaries and Wages				
Employee Benefits				
SUBTOTAL				
<b>B. OPERATING EXPENSES</b>				
Travel				
Training				
Materials/Supplies				
Contracted Services				
Other				
SUBTOTAL				
<b>C. EQUIPMENT &amp; CAPITAL OUTLAY EXPENSES</b>				
<i>Computer Hardware</i>				
Computer Software				
Other				
SUBTOTAL				
<b>D. OTHER</b> (Specify below)				
Evaluation expenses				
SUBTOTAL				
<b>E. PERCENTAGE OF MATCHING FUNDS</b>				
<b>TOTALS</b>				

\*Source of funds in this category include donations, Friends fund raising, private sector grants. Do not include "in-kind" donations.

<b>PROPOSED PROJECT BUDGET DESCRIPTION</b>
PERSONNEL EXPENSES: (salaries, wages, employee benefits)
OPERATING EXPENSES: (travel, training, materials, supplies, contracted services, other)
EQUIPMENT/CAPITAL OUTLAY: (computer hardware, software, other equipment. Attach bids or quotes for equipment)
OTHER EXPENSES: (Please specify – shipping & handling, evaluation fees, etc.)

## **PART IV.**

### **SIGNATURES**

The organization/library accepting the fiscal and administrative responsibility for this LSTA grant project should sign first. Please add additional signature lines for the other directors, board chairs, local government or institutional representatives involved in the project.

We hereby certify that all matching funds shown in this application are available for use in this project.

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**Organization/Library Director**

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**Local Government or  
Institutional Representative**

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**Title**

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**Title**

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**Date**

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**Date**

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**Board Chair (Public Libraries only)**

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**Project Director  
(if other than Library Director)**

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**Date**

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**Date**